



**Virginia Department
Of Transportation**

**Barrier Voting Summary Worksheet
USER GUIDE**

Effective: March 31, 2014

Updated: March 31, 2014

(Version 1.0)

Table of Contents

1.0	Purpose	2
2.0	Barrier Voting Summary Worksheet	2
2.1	The "Project Description" Tab.....	2
2.2	The "Input Number of Letters Sent" Tab.....	3
2.3	The "# of Response Received 1st Mailing" Tab	7
2.4	The "# 1st Mailing Summary (Read-Only)" Tab.....	9
2.4	The "# of Response Received 2 nd Mail" Tab	12
2.5	The "2 nd Mailing Summary" Tab	13
2.0	Extenuating Circumstances	24

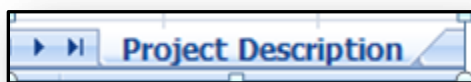
1.0 Purpose

This user guide explains how to understand and use VDOT's Barrier Voting Summary Worksheet. It is required to make the final reasonableness determination for all proposed noise barriers on all applicable Type I federal-aid highway projects in Virginia. The outline and requirements of the barrier survey addendum report can be located in VDOT's Noise Report Guidance Document and Accountability Checklist and Section 13.1 of VDOT's Highway Traffic Noise Impact Analysis Guidance Manual. This worksheet must be completed for each barrier (system) and each worksheet (.xlsm format) must be submitted for review along with the addendum report. A PDF printout of the output for the first and second mailing (if necessary) must also be included in the Noise Barrier Survey Addendum Report.

2.0 Barrier Voting Summary Worksheet

This guide provides a walkthrough for Version 1.0 of the Barrier Voting Summary Worksheet. The user guide also includes several examples which illustrate how to use and understand the worksheet.

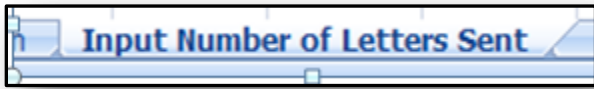
2.1 The "Project Description" Tab



STEP 1 - Fill out the UPC, Project Number, and Barrier Name and it will populate throughout the rest of the workbook.

UPC	xxxxxx
Project Number	xxxx-xxx-xxx
Barrier Name	X

2.2 The "Input Number of Letters Sent" Tab



This tab is used to track the number of letters that are sent out. Definitions of the column headings are shown below:

- An "**Owner and Resident**" refers to a homeowner that lives at the physical address that the letter is sent.
- The "**Apartment Complexes/Rental Properties**" are renters that do not own the property.
- The "**Non-Resident Owner**" column requires more information and can be illustrated by an example that consists of an apartment complex (NAC B) of 50 residences (all impacted and benefited). One letter should be sent to the "Non-Resident Owner," and 50 letters should be sent out to each benefited renter. However, the owner's vote counts for each of the residential units (all 50 units in this example).

NOTE: The fields will turn red, indicating an error, when an incorrect number of letters are sent out between non-resident owners and renters.

STEP 2 – Fill out the number of letters sent out.

Example #1

- One apartment complex (25 renters, impacted and benefited).

This scenario is input as shown below:

Total Number of Representative Responses Sent				
NAC CATEGORY	Owner and Resident	Non-Resident Owner		Apartment Complexes / Rental Properties
	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non-Resident Owners	Number of Letters Sent to Renters (if known)
B		1	25	25
B				
NAC CATEGORY		Non-Resident Owner		
		Number of Letters Sent to Owners	Number of Facilities Represented by Letters sent to Non-Resident Owners	
C				

A total of **26** letters should be sent out for this scenario.

ERROR CHECK

NOTE: An error occurs when letters are not sent to both the renters and the owner (non-resident): (As shown below)

Total Number of Representative Responses Sent				
CATEGORY	Owner and Resident	Non-Resident Owner		Apartment Complexes / Rental Properties
	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non-Resident Owners	Number of Letters Sent to Renters (if known)
B				25
B				
		Non-Resident Owners		

ERROR CHECK

NOTE: An error occurs when letters are only sent to the owner (non-resident), but not the renters: (As shown below)

Total Number of Representative Responses Sent				
CATEGORY	Owner and Resident	Non-Resident Owner		Apartment Complexes / Rental Properties
	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non-Resident Owners	Number of Letters Sent to Renters (if known)
B		1	25	
B				
CATEGORY		Non-Resident Owner		
		Number of Letters Sent to Owners	Number of Facilities Represented by Letters sent to Non-Resident Owners	
C				

Example #2

- One apartment complex (25 renters, impacted and benefited).
- Five single family homes that are rentals (impacted and benefited).

Table should now look like:

Total Number of Representative Responses Sent				
CATEGORY	Owner and Resident	Non-Resident Owner		Apartment Complexes / Rental Properties
	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non-Resident Owners	Number of Letters Sent to Renters (if known)
B		6	30	30
B				

A total of **36** letters should be sent out for this scenario.

ERROR CHECK

NOTE: The worksheet will also give an error when the letters sent to the owners (non-resident) are greater than the number of renters: (As shown below)

Total Number of Representative Responses Sent				
CATEGORY	Owner and Resident	Non-Resident Owner		Apartment Complexes / Rental Properties
	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non-Resident Owners	Number of Letters Sent to Renters (if known)
B		6	5	5
B				

All of these rules (error checks) are evaluated for when dealing with NAC C, D, and E sites.

Example #3

- One HOA (Home Owner Association) for a townhome community represents a playground, pool, tennis court, and basketball court (all are impacted and benefited). This would be represented as:

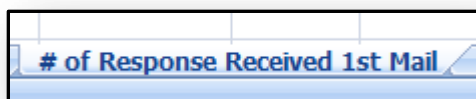
NAC CATEGORY		Non-Resident Owner		
		Number of Letters Sent to Owners	Number of Facilities Represented by Letters sent to Non-Resident Owners	
C		1	4	
d	C			
	D			
d	D			
	E			
d	E			

Only **one** letter should be sent out for this scenario.

NOTE: The bottom gray box should always show the total number of letters sent out. (As shown below)

C CATEGORY		Non-Resident Owner		
		Number of Letters Sent to Owners	Number of Facilites Represented by Letters sent to Non-Resident Owners	
C		1	4	
C				
D				
D				
E				
E				
NOTE: A Total of 1 letters have been sent.				

2.3 The "# of Response Received 1st Mailing" Tab



This tab is where the votes are tallied as the responses are sent back. It is important to note that responses for non-resident owners are multiplied by the number of residences or facilities, as illustrated in the next example.

Example #4

- One Apartment Complex (25 renters, impacted and benefited).
- Ten single family homes (Owner and Renter, impacted and benefited).
- One HOA for a townhome community may represent a playground, pool, tennis court, and basketball court (all are impacted and benefited).

NOTE: Under normal circumstances the "Input Number of Letters Sent" Tab, should be adjusted before tallying votes. However, for this scenario, the votes are tallied without changing the "Input Number of Letters Sent" Tab which still represents Example #3.

After the date for the first mailing has passed, the votes can be tallied. The first response mailing votes are as follows (Example #4):

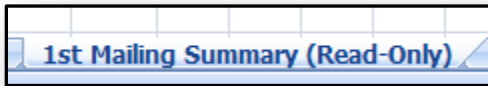
- The apartment owner (non-resident) votes "yes"
- All 25 renters all vote "no".
- One of the single family homeowners votes "yes".

All other remaining votes remain outstanding. (Summarized below)

Total Number of Returned Responses (Representative)						
C CATEGORY	Owner and Resident		Non-Resident Owner		Apartment Complexes / Rental Properties	
	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes
B	1		25			25
B						
C CATEGORY			Non-Resident Owner			
			Representative Number of 'Yes' Votes	Representative Number of 'No' Votes		
C						
C						
D						
D						
E						
E						

The following tab “1st Mailing Summary” shows the results.

2.4 The "# 1st Mailing Summary (Read-Only)" Tab



The results of the 1st Mailing (Example #4) are shown below:

DPC			1st Mailing Summary			DPC			1st Mailing Summary		
Project Number			Project Number			Project Number			Project Number		
Barrier Name			Barrier Name			Barrier Name			Barrier Name		
XXXXXX			XXXXXX-XXXX-XXXX			XXXXXX			XXXXXX-XXXX-XXXX		
X						X					
(Include Permitted Developments)		NAC CATEGORY	Total Number of Representative Responses Sent	Total Maximum Number of Representative Votes		Total Number of Returned Responses (Representative)					
						Owner and Resident		Non-Resident Owner		Apartment Complexes / Rental Properties	
						Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes
Impacted and Benefited		B	0	0							
Not Impacted and Benefited		B	0	0							
Impacted and Benefited		C	0	0							
Not Impacted and Benefited		C	0	0							
Impacted and Benefited		D	0	0							
Not Impacted and Benefited		D	0	0							
Impacted and Benefited		E	0	0							
Not Impacted and Benefited		E	0	0							
Potential Maximum Number of Weighted Votes			Actual Number of Maximum Weighted Votes (Based on Responses)			Non-Resident Owner					
0			-105								
Number of Weighted Votes Cast			Number of Total Outstanding Votes			Representative Number of 'Yes' Votes			Representative Number of 'No' Votes		
YES	NO	Total	% Total Votes Cast / % Total Actual Votes								
80	50	130	-255			-104.00			-104		
% of 'Yes' Votes (All Votes)	% of 'No' Votes (All Votes)	% of Outstanding Votes									
-64.0	-40.0	204.0									
% of 'Yes' Votes (Response)	% of 'No' Votes (Response)	Results in the box below should only be considered when all of the responses have been tallied									
61.5	38.5										

(Include Permitted Developments)		NAC CATEGORY	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes
Impacted and Benefited		B			0	0		
Not Impacted and		B	0	0	0	0	0	0
(Include Permitted Developments)		NAC CATEGORY	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes
Impacted and Benefited		C			0	0		
Not Impacted and		C			0	0		
Impacted and Benefited		D			0	0		
Not Impacted and		D			0	0		
Impacted and Benefited		E			0	0		
Not Impacted and		E			0	0		

ERROR CHECK

NOTE: The Red boxes indicate errors. These errors appear because when we started Example #4, we never changed the number of letters initially sent out. To remedy these errors,

Go back to the "Input Number of Letters Sent" Tab and fix the number of letters sent out for Example #4 as shown below.

Total Number of Representative Responses Sent				
NAC CATEGORY	Owner and Resident	Non-Resident Owner		Apartment Complexes / Rental Properties
	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non-Resident Owners	Number of Letters Sent to Renters (if known)
B	10	1	25	25
B				
NAC CATEGORY		Non-Resident Owner		
		Number of Letters Sent to Owners	Number of Facilities Represented by Letters sent to Non-Resident Owners	
C		1	4	
C				
D				
D				
E				
E				
NOTE: A Total of 37 letters have been sent.				

A total of **37** letters should have initially been sent out for this scenario (Example #4).

Now go back to the "# 1st Mailing Summary" Tab and view the results of the first mailing efforts.

NOTE: This is the page that should be printed out and submitted with the report.

UPC	XXXXXX		1st Mailing Summary	
Project Number	XXXX-XXX-XXX			
Barrier Name	X			
(Include Permitted Developments)	NAC CATEGORY	Total Number of Representative Responses Sent	Total Maximum Number of Representative Votes	
Impacted and Benefited	B	60	300	
Not Impacted and Benefited	B	0	0	
Impacted and Benefited	C	4	20	
Not Impacted and Benefited	C	0	0	
Impacted and Benefited	D	0	0	
Not Impacted and Benefited	D	0	0	
Impacted and Benefited	E	0	0	
Not Impacted and Benefited	E	0	0	
Potential Maximum Number of Weighted Votes		Actual Number of Maximum Weighted Votes (Based on Responses)		
320		195		
Number of Weighted Votes Cast			Number of Total Outstanding Votes	% Total Votes Cast / % Total Actual Votes
YES	NO	Total	65	66.67 66.00
80	50	130		
% of "Yes" Votes (All Votes)	% of "No" Votes (All Votes)	% of Outstanding Votes		
41.0	25.6	33.3		
% of "Yes" Votes (Response)	% of "No" Votes (Response)	Results in the box below should only be considered when all of the responses have been tallied		
61.5	38.5	A Second Mailing is Required		

Based on the responses received from the 1st mailing, the worksheet is recommending that, “A second mailing is required.” This decision is based on two conditions:

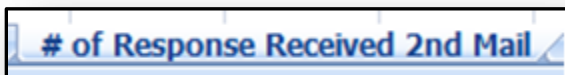
- The percent (%) of “yes” votes, based on all available votes.
- The percent (%) of outstanding votes.

The worksheet will always make a barrier recommendation based on these criteria for the 1st mailing. The criteria for the second mailing are slightly different.

Since the percent (%) of “yes” votes (based on all available votes) is not 50% or greater (41.0%, in this case,) and the percent of outstanding votes (33.0%) could potentially affect the overall decision of the barrier, a second mailing is required.

NOTE: If the worksheet makes a barrier recommendation based on the first mailing, because the criteria above are satisfied, a second mailing is not required.

2.4 The “# of Response Received 2nd Mail” Tab



If a second mailing is required, this tab should reflect the cumulative number of responses for both mailings.

Using **Example 4** (shown above) we can look at 3 separate scenarios for the second mailing.

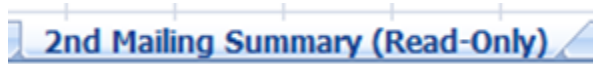
Scenario #1

- *The results of the 1st mailing. (Example 4)*
- The HOA (representing 4 facilities) and 3 single family homeowners vote “yes.”

Based on these responses, the “# of Response Received 2nd Mail” tab should look like this (shown below):

Number of Representative Responses Sent (Total Number of Votes - Including 1st Mailing Responses)						
JAC CATEGORY	Owner and Resident		Non-Resident Owner		Apartment Complexes / Rental Properties	
	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes
B	4		25			25
B						
JAC CATEGORY			Non-Resident Owner			
			Representative Number of 'Yes' Votes	Representative Number of 'No' Votes		
C			4			
C						
D						
D						
E						
E						
er of votes tallied in this sheet should represent the cumulative total of responses for both mailings.						

2.5 The "2nd Mailing Summary" Tab



Based on the results of the 2nd mailing (Scenario #1), the table should be as follows:

UPC	XXXXXX		2nd Mailing Summary	
Project Number	XXXX-XXXX-XXXX			
Barrier Name	X			
(Include Permitted Developments)	NAC CATEGORY	Total Number of Representative Responses Sent	Total Maximum Number of Representative Votes	
Impacted and Benefited	B	60	300	
Not Impacted and Benefited	B	0	0	
Impacted and Benefited	C	4	20	
Not Impacted and Benefited	C	0	0	
Impacted and Benefited	D	0	0	
Not Impacted and Benefited	D	0	0	
Impacted and Benefited	E	0	0	
Not Impacted and Benefited	E	0	0	
Potential Maximum Number of Weighted Votes		Actual Number of Maximum Weighted Votes (Based on Responses)		
320		195		
Number of Weighted Votes Cast		Number of Total Outstanding Votes	% Total Votes Cast / % Total Actual Votes	
YES	NO	Total		
115	50	165	30	84.62 84
% of "Yes" Votes	% of "No" Votes	% of Outstanding		
59.0	25.6	15.4		
% of "Yes" Votes	% of "No" Votes	Results in the box below should only be considered when all of the responses have been		
69.7	30.3	The Barrier Is Recommended for Construction		

The barrier recommendation for the 2nd mailing is based the following criterion:

- The percent (%) of “yes” votes, respondents only.

Since the percent (%) of “yes” votes (of the respondents) is 50% or greater (69.7%, in this case),
“The Barrier is Recommended for Construction.”

Scenario #2:

- The results of the 1st mailing. (Example 4)
- The HOA (representing 4 facilities) and 3 single family homeowners vote “no”.
- 2 single family homeowners vote “no”.

Based on these responses, the “# of Response Received 2nd Mail” tab should look like this (shown below):

Total Number of Representative Responses Sent (Total Number of Votes - Including 1st Mailing Responses)						
NAC CATEGORY	Owner and Resident		Non-Resident Owner		Apartment Complexes / Rental Properties	
	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes
B	1	2	25			25
B						
NAC CATEGORY			Non-Resident Owner			
			Representative Number of 'Yes' Votes	Representative Number of 'No' Votes		
C				4		
C						
D						
D						
E						
E						

Number of votes tallied in this sheet should represent the cumulative total of responses for both mailings.

Based on the results of the 2nd mailing (Scenario #2), the table should be as follows:

UPC	XXXXXX		2nd Mailing Summary	
Project Number	XXXX-XXXX-XXXX			
Barrier Name	X			
(Include Permitted Developments)	NAC CATEGORY	Total Number of Representative Responses Sent	Total Maximum Number of Representative Votes	
Impacted and Benefited	B	60	300	
Not Impacted and Benefited	B	0	0	
Impacted and Benefited	C	4	20	
Not Impacted and Benefited	C	0	0	
Impacted and Benefited	D	0	0	
Not Impacted and Benefited	D	0	0	
Impacted and Benefited	E	0	0	
Not Impacted and Benefited	E	0	0	
Potential Maximum Number of Weighted Votes		Actual Number of Maximum Weighted Votes (Based on Responses)		
320		195		
Number of Weighted Votes Cast		Number of Total Outstanding Votes	% Total Votes Cast / % Total Actual Votes	
YES	NO	Total		
80	80	160	35	82.05 82
% of "Yes" Votes	% of "No" Votes	% of Outstanding		
41.0	41.0	17.9		
% of "Yes" Votes	% of "No" Votes	Results in the box below should only be considered when all of the responses have been		
50.0	50.0	The Barrier Is Recommended for Construction		

Since the percent (%) of “yes” votes (of the respondents) is 50% or greater (50.0%, in this case),
“The Barrier is Recommended for Construction.”

Scenario #3

- The results of the 1st mailing. (Example 4)
- The HOA (representing 4 facilities) and 3 single family homeowners vote “no”.
- 4 single family homeowners vote “no”.

Based on these responses, the “# of Response Received 2nd Mail” tab should look like this (shown below):

Total Number of Representative Responses Sent (Total Number of Votes - Including 1st Mailing Responses)						
NAC CATEGORY	Owner and Resident		Non-Resident Owner		Apartment Complexes / Rental Properties	
	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes
B	1	4	25			25
B						
NAC CATEGORY			Non-Resident Owner			
			Representative Number of 'Yes' Votes	Representative Number of 'No' Votes		
C				4		
C						
D						
D						
E						
E						
Number of votes tallied in this sheet should represent the cumulative total of responses for both mailings.						

Based on the results of the 2nd mailing (Scenario #2), the table should be as follows:

UPC	XXXXXX		2nd Mailing Summary	
Project Number	XXXX-XXXX-XXXX			
Barrier Name	X			
(Include Permitted Developments)	NAC CATEGORY	Total Number of Representative Responses Sent	Total Maximum Number of Representative Votes	
Impacted and Benefited	B	60	300	
Not Impacted and Benefited	B	0	0	
Impacted and Benefited	C	4	20	
Not Impacted and Benefited	C	0	0	
Impacted and Benefited	D	0	0	
Not Impacted and Benefited	D	0	0	
Impacted and Benefited	E	0	0	
Not Impacted and Benefited	E	0	0	
Potential Maximum Number of Weighted Votes		Actual Number of Maximum Weighted Votes (Based on Responses)		
320		195		
Number of Weighted Votes Cast		Number of Total Outstanding Votes	% Total Votes Cast / % Total Actual Votes	
YES	NO	Total		
80	90	170	25	87.18 87
% of "Yes" Votes	% of "No" Votes	% of Outstanding		
41.0	46.2	12.8		
% of "Yes" Votes	% of "No" Votes	Results in the box below should only be considered when all of the responses have been		
47.1	52.9	The Barrier Is Not Recommended for Construction and Should Not be Included in the Plans		

Since the percent (%) of "no" votes (of the respondents) is greater than 50% (52.9%, in this case), **"The Barrier is not Recommended for Construction and Should Not be Included in the Plans."**

This worksheet can also be used to evaluate special circumstances which can occur.

Example #5

- Ten single family homeowners (all impacted and benefited).

Letters are sent out to all 10 owners (as shown below):

Total Number of Representative Responses Sent				
CATEGORY	Owner and Resident	Non-Resident Owner		Apartment Complexes / Rental Properties
	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non-Resident Owners	Number of Letters Sent to Renters (if known)
B	10			
B				

After the after the initial response date has passed and the votes are tallied, the responses are as follows:

- 3 single family homeowners vote “yes”.
- 2 single family homeowners vote “no”.
- 2 responses that were sent out as “owner and resident” are returned with the **renter checkbox checked** and also voted “yes”.

Question: How to handle this situation with the worksheet, and do the owners of the rentals need to be contacted?

The first step is to enter the votes cast as follows:

Total Number of Returned Responses (Representative)						
CATEGORY	Owner and Resident		Non-Resident Owner		Apartment Complexes / Rental Properties	
	Number of 'Yes' Votes	Number of 'No' Votes	Representative Number of 'Yes' Votes	Representative Number of 'No' Votes	Number of 'Yes' Votes	Number of 'No' Votes
B	3	2			2	
B						
CATEGORY	Non-Resident Owner					
			Representative Number of 'Yes' Votes	Representative Number of 'No' Votes		
C						
C						
D						
D						
E						
E						

As expected, the “1st Mailing Summary” Tab shows an error because the letters to the renters were sent out as “owner and resident”

UPC				UPC				UPC											
Project Number		NAC CATEGORY		1st Mailing Summary				Project Number		NAC CATEGORY		1st Mailing Summary							
Barrier Name		X						Barrier Name		X									
(Include Permitted Developments)		NAC CATEGORY		Total Number of Representative Responses Sent		Total Maximum Number of Representative Votes		(Include Permitted Developments)		NAC CATEGORY		Total Number of Returned Responses (Representative)							
												Owner and Resident		Non-Resident Owner		Apartment Complexes / Rental Properties			
												Number of 'Yes' Votes		Number of 'No' Votes		Number of 'Yes' Votes		Number of 'No' Votes	
Impacted and Benefited		B		10		50		Impacted and Benefited		B		3		2		0		0	
Not Impacted and Benefited		B		0		0		Not Impacted and		B		0		0		0		0	
Impacted and Benefited		C		0		0		Impacted and Benefited		C		0		0		0		0	
Not Impacted and Benefited		C		0		0		Not Impacted and		C		0		0		0		0	
Impacted and Benefited		D		0		0		Impacted and Benefited		D		0		0		0		0	
Not Impacted and Benefited		D		0		0		Not Impacted and		D		0		0		0		0	
Impacted and Benefited		E		0		0		Impacted and Benefited		E		0		0		0		0	
Not Impacted and Benefited		E		0		0		Not Impacted and		E		0		0		0		0	
Potential Maximum Number of Weighted Votes		50		Actual Number of Maximum Weighted Votes (Based on Responses)		44		Potential Maximum Number of Weighted Votes		50		Actual Number of Maximum Weighted Votes (Based on Responses)		44					
Number of Weighted Votes Cast		YES		NO		Total		Number of Total Outstanding Votes		65.91		% Total Votes Cast / % Total Actual Votes		65.00					
19		10		29				15		65.91		65.00							
% of 'Yes' Votes (All Votes)		43.2		% of 'No' Votes (All Votes)		22.7		% of Outstanding Votes		34.1									
% of 'Yes' Votes (Response)		65.5		% of 'No' Votes (Response)		34.5		Results in the box below should only be considered when all of the responses have been tallied											

Total Number of Representative Responses Sent				
CATEGORY	Owner and Resident	Non-Resident Owner		Apartment Complexes / Rental Properties
	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non-Resident Owners	Number of Letters Sent to Renters (if known)
B	8			2
B				
CATEGORY		Non-Resident Owner		
		Number of Letters Sent to Owners	Number of Facilities Represented by Letters sent to Non-Resident Owners	
C				
C				
D				
D				
E				
E				
NOTE: A Total of 10 letters have been sent.				

In order to remove the error we need to account for sending out the letters to the owners of the rental properties.

Total Number of Representative Responses Sent				
CATEGORY	Owner and Resident	Non-Resident Owner		Apartment Complexes / Rental Properties
	Number of Letters Sent to Owners	Number of Letters Sent to Owners	Number of Residences Represented by Letters sent to Non-Resident Owners	Number of Letters Sent to Renters (if known)
B	8	2	2	2
B				
CATEGORY		Non-Resident Owner		
		Number of Letters Sent to Owners	Number of Facilities Represented by Letters sent to Non-Resident Owners	
C				
C				
D				
D				
E				
E				
NOTE: A Total of 12 letters have been sent.				

Based on this change, the “1st Mailing Summary” tab is shown below:

UPC	XXXXXX		1st Mailing Summary	
Project Number	XXXX-XXX-XXX			
Barrier Name	X			
(Include Permitted Developments)	NAC CATEGORY	Total Number of Representative Responses Sent	Total Maximum Number of Representative Votes	
Impacted and Benefited	B	12	60	
Not Impacted and Benefited	B	0	0	
Impacted and Benefited	C	0	0	
Not Impacted and Benefited	C	0	0	
Impacted and Benefited	D	0	0	
Not Impacted and Benefited	D	0	0	
Impacted and Benefited	E	0	0	
Not Impacted and Benefited	E	0	0	
Potential Maximum Number of Weighted Votes		Actual Number of Maximum Weighted Votes (Based on Responses)		
60		54		
Number of Weighted Votes Cast		Number of Total Outstanding Votes		% Total Votes Cast / % Total Actual Votes
YES	NO	Total	25	53.70
19	10	29		
% of "Yes" Votes (All Votes)	% of "No" Votes (All Votes)	% of Outstanding Votes		
35.2	18.5	46.3		
% of "Yes" Votes (Response)	% of "No" Votes (Response)	Results in the box below should only be considered when all of the responses have been tallied		
65.5	34.5	A Second Mailing is Required		

Since the percent (%) of “yes” votes (based on all available votes) is not 50% or greater (35.2%, in this case,) and the percent of outstanding votes (46.3%) could potentially affect the overall decision of the barrier, **a second mailing is required**. The owners of the rental homes must be contacted.

3.0 Extenuating Circumstances

When extenuating circumstances arise that require unusual or unique considerations be made that are not explicitly covered by these guidelines, project-level decisions will be made in accordance with the spirit of the FHWA regulations and the VDOT guidelines. It is imperative that these decisions be made collaboratively by VDOT, the environmental consultant responsible for the noise analysis, and the FHWA Division office staff. Unusual and unique circumstances will be considered on an individual project basis and the decision-making process must be fully documented in the noise technical report.

Any questions should be directed to VDOT's Central Office Noise Staff.